

EDITED KSA LISTING

CLASS: CAPITAL OUTLAY PROGRAM MANAGER

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Extensive knowledge of all phases of the State's capital outlay process to successfully deliver capital projects within the state system.
K2	General knowledge of architecture in order to evaluate project design for compliance with the department's design standards and construction guidelines.
K3	Extensive knowledge of the details of planning, designing and constructing public works to successfully deliver the department's capital projects.
K4	Extensive knowledge of construction materials to successfully deliver the department's capital projects in compliance with the department's design standards and construction guidelines.
K5	Extensive knowledge of costs, codes and construction methods to successfully deliver the department's capital projects in compliance with the department's design standards and construction guidelines.
K6	General knowledge of structural, electrical and mechanical engineering as related to public works in order to evaluate project design for compliance with the department's design standards and construction guidelines.
K7	Extensive knowledge of practices and principles of program management to successfully deliver the Department's Capital Program.
K8	Extensive knowledge of practices and principles of project management to successfully deliver the Department's Capital Projects.
K9	Extensive knowledge of the principles of budgeting as related to the capital outlay process in order to deliver the projects within the Department's budget.
K10	Extensive knowledge of the use and application of technology to facilitate the delivery of the Department's Capital Program.
K11	Extensive knowledge of organizational and personnel management practices and principles in order to recruit, develop, and retain, qualified professional staff necessary to deliver the Department's complex Capital Program.

Bold text-indicates not on Classification Spec.

* Implied in knowledge should be clearly stated in Spec revision.

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#	Knowledge, Skill, Ability
K12	General knowledge of strategic and long range planning in order to support the Department in setting forth the goals, benchmarks, and performance criteria necessary to ensure the Department's successful Capital Program delivery.
K13	General knowledge of the principles of budgeting in order to support and implement departmental and divisional budgets necessary to support divisional operations.
K14	General knowledge of a manager's role in the Equal Employment Opportunity Program, and the processes available to meet equal employment opportunity objectives.

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	Skills to:
S1	Analyze comprehensive construction documents in order to ensure compliance with programmatic and regulatory requirements.
S2	Use pictorial, verbal, and written form in order to communicate complex information.
S3	Analyze complex situations accurately and plan an effective course of action in order to ensure compliance with programmatic and regulatory requirements.
S4	*Analyze complex projects and programs accurately and plan an effective course of action in order to ensure compliance with programmatic and regulatory requirements.
S5	Plan, direct, and manage the work of multiple Project Managers in order to ensure compliance with programmatic and regulatory requirements.
S6	Effectively adhere to CDCR's equal employment opportunity objectives in order to promote a working environment free of discrimination.
S7	Effectively establish and attain goals in order to meet the requirements of CDCR's strategic plan.
S8	Operate standard office equipment (e.g., personal computer, fax, printer, copier, etc.) in order to conduct daily business.
S9	Establish and maintain professional relationships with staff, consultants, contractors, and representatives of governmental agencies, facility personnel and others in order to gain cooperation in a matrix team environment.
S10	Develop effective policy and procedures in order to ensure consistency and conformity with departmental goals and objectives
S11	Determine skill level of individuals for the purpose of personnel evaluation, recruitment, retention, and development.

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	Ability to:
A1	Drive long distances up to 400 miles a day in order to visit remote sites.
A2	Traverse uneven terrain in order to review project.
A3	Climb ladders and stairs in order to review project.
A4	Lift minimum of 25 lbs in order to retrieve and review construction documents.
A5	Stoop, bend and kneel in order to review project.
A6	Sit for long periods of time in order to drive long distances and conduct daily business (e.g., conferences, meetings, daily desk duties, charettes, etc.).

****Must possess a California Driver License**

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